



WHEAT STREET BAPTIST CHURCH

REQUEST FOR CHURCH EVENTS AND ACTIVITIES

Please submit this form to the church office at least 30 days prior to your event. This form is only for WSBC ministries/auxiliaries and is not for personal rental approvals. Responses take at least one week.

Date Submitted _____

Event/Activity _____

Ministry/Auxiliary _____

Contact Person: _____

Phone Number _____

Email Address _____

Date Requested:

One time meeting/Activity on _____ (date) at _____ (start and end time)

Repeating or Reoccurring meeting (if there is a cancellation, contact church office prior)

Circle one for the week: 1st 2nd 3rd 4th 5th

Circle one for the day: SUN MON TUES WED THURS FRI SAT

Start Date: _____ Start and End Time: _____

Facility Requested:

Parking Lot Sanctuary Parsonage First Unit

Christian Education Bldg. Circle: Auditorium Kitchen Other _____

Specific Room Assignments will be shared prior to the event

Number Attending _____

Is there a cost for this event/activity? Yes No If yes, please explain.

Equipment Needed:

Sound System

Microphones

Projector and Screen

TV/VCR/DVD

Other, _____

Room Setup Request: Please draw a diagram of how you would like the room to be set up on the back of this form and try to be as detailed as possible.

Approvals

Received by _____ Date _____

Approved Not Approved, Reason _____

Approved by:

Properties Committee rep. _____ Date _____

Pastor _____ Date _____

Form Returned to church office after completion of request

Person contacted by _____ Date _____

Entered on Church Calendar by _____ Date _____

Copy: Church Office Trustee Sexton